INTERDEPARTMENTAL MEMORANDUM

SUBJECT: FY 2004 Maine State Government Annual Report

DATE: August 11, 2004

TO: All Departments and Agencies

FROM: Keith E. Todd, State Budget Officer   Bureau of the Budget

The Bureau of the Budget is beginning preparation for publishing the Maine State Government Annual Report for fiscal year 2003-2004. Instructions follow regarding submission of data from your organization for inclusion in this document.

Each department or agency will be responsible for writing and submitting an entry for the Annual Report for each Unit that was active at any time during Fiscal Year 2003-2004. An entry will be required for all active Units except those Units which have an alphabetic character in their designation. These Units may, but are not required to, have an entry in the Annual Report.   The Bureau of the Budget must be notified in writing of any Units which have been discontinued or have become inactive during the year. The entries for those Units which appeared in the Annual Report for fiscal year 2002-2003 have been copied to the Budget and Financial Management System (BFMS). It may only be necessary to make minor modifications to these entries in order to bring them up to date. It is the responsibility of the departments and agencies to proof their own entries.

A 'Financial Array' will be generated automatically for all Units reflected in BFMS. For Units supplying their own financial information, it will appear as an insert page. Departments and agencies are able to have a maximum of three insert pages which will appear in the report. It is intended that these inserts would be used to show additional statistical information, and not for expanded narrative. These inserts must be submitted "camera ready" and will appear exactly as they are submitted. **The insert should be submitted on an 8-1/2 x 11" sheet but text must fit within the margins of 5 x 7-1/2". Please identify the unit number in the margin to facilitate placement.**

ELECTRONIC SUBMISSIONS

All Annual Report narrative submissions must be entered in BFMS by **September 10, 2004**. Any insert pages which are to be included in the Annual Report entries must be received by the Bureau of the Budget by **September 17, 2004**. Instructions for establishing and modifying data in BFMS are reflected in Attachment A.

Similar to the Budget Management System (BMS), the Annual Report will not print unless the user's printer destination has been identified on a remote printer server that is maintained by the Bureau of Information Services (BIS). **Please review the information contained in Attachment B with the**

appropriate personnel in your department or agency, and notify Emile Bnard by e-mail of any additions, deletions or changes that need to be made.

MANUAL SUBMISSIONS

Submissions for departments and agencies that do not have access to BFMS are also due to the Budget Office by **September 10, 2004**. **Please make changes on the copy of last year's entry which accompanies this memo and return it to this office**. Do not retype the entire entry. However, if it is necessary to totally replace sections, please e-mail the paragraph(s) you are changing to your Budget Analyst/Examiner and forward a paper copy as well.

Please be aware that editing will not affect the content of agency submissions. However, the following four editing policies will be applied to all submissions:

(1) Names of particular individuals cited in the text will usually be deleted.

(2) Editorial comment not germane will be modified or deleted.

(3) Comments relative to appeals for increased funding or personnel will be deleted.

(4) Significant amounts of data and narrative applicable to years other than this "annual report year" will be edited for brevity.

If you have any questions or require any specific instructions, please contact your Budget Analyst/Examiner.

Attachments

KET/djl

cc: Rebecca Wyke, Commissioner, Department of Administrative and Financial Services
      Budget and Position Control Analysts/Examiners

Annual Report

Navigation Path: Main Menu⇒Administration⇒Annual⇒Annual Report

Purpose: The window will be accessed by departments and agencies and the Bureau of the Budget to establish, maintain and review information for the Annual Report.

Completing the Window:

1. Select the appropriate **Year** from the drop down.
2. The first **Umbrella** for which the user is authorized will be selected by default. Users authorized for more than one Umbrella may select a different value from the drop down list. Umbrella values will be filtered to reflect only those for which the user has been authorized. The 'All' Umbrella option is a valid option for users authorized for all Umbrellas.
3. All Units that are enabled in the *Reporting and Budget Level Maintenance* window for the Umbrella and biennium associated with the selected Year will display. Data in the window will be sorted by Umbrella, followed by Unit. Existing records may also be sorted to facilitate selection by entering a number in one or more of the boxes reflected at the bottom of the window (enter "1" in the box for the column that should be used for the primary sort, "2" in the box for the column that is to be used for the secondary sort, etc.) and clicking the **Sort** button.

4. The **Units Reviewed** box at the top of the window will reflect a count of the Units reflected in the lower window for which the **Reviewed** checkbox has been selected. The **Units Not Reviewed** box at the top of the window will reflect a count of the Units reflected in the lower window for which the **Reviewed** checkbox has not been selected.

5. If the **Lock Umbrella** checkbox is selected, Annual Report data for the Umbrella is view-only for 'A – Agency' users.

6. Only Units for which the **Include** checkbox is selected will display in the Annual Report. Agency users will be prevented from changing the Include status if the record has been Reviewed or is locked. If a new Unit is added to the *Reporting and Budget Level Maintenance* window, the Include status for the correlating years will default to 'Include'.

7. Click the **Detail** button to access the *Annual Report Detail* window to review, and modify as needed, section information (e.g. Purpose, Organization, etc.) for the selected Unit.

8. Click the **Contact & Reference** button to access the *Annual Report Contact and Reference Information* window to review current information for the selected Unit.

9. Click the **Financial** button to access the *Annual Report Financial* window for the selected Unit. This information is view-only.

10. After Annual Report information for the Unit has been updated, select the **Reviewed** checkbox. The **Reviewed By** column will be updated to reflect the name of the user that selected the **Reviewed** checkbox. When the **Reviewed** checkbox is selected, if information has not been entered for a Section that has been designated as Required in the *Annual Report Information Control* window, an error message will display, identifying the Section for which an entry is required.

Note	The **Reviewed** checkbox should be selected for every Unit for an Umbrella, regardless of whether the Unit is to display in the Annual Report or not. If an error message displays because text has not been provided for one or more of the sections (e.g. Purpose, Organization, etc.), access the *Annual Report Detail* window and enter "Unit not included in Annual Report." If text already exists for a Unit that is to be excluded, that text does not need to be changed.

11. The **Last Detail Update** column will reflect the system date on which the information entered for the Unit in the *Annual Report Detail* window was last changed for the specified Year. When the information is copied from one fiscal year to the next, the date will not be reset. This date is updated automatically and may not be modified.

12. If the department or agency intends to submit additional pages of information for inclusion in the Annual Report (e.g. organizational chart, pictures, etc.), the number of pages that will need to be reserved for the inserts must be entered in the **Page Inserts** column for the appropriate Unit. The entry of a Page Insert value is optional. An Agency user will not have the ability to change Page Inserts if the Unit has already been Reviewed or the Umbrella is 'locked'.

When finished with the record, click **Update** to save. **Undo** will undo any changes made since the last update.

Click **Exit** to return to the prior open window.

Annual Report Detail

Navigation Path: Main Menu⇒Administration⇒Annual⇒Annual Report⇒Detail (button)⇒ Annual Report Detail

Purpose: The window is access to provide information for the sections (e.g. Purpose, Organization, etc.) that are reflected in the Annual Report.

Completing the Window:

1. When the *Annual Report Detail* window is accessed, existing section information for the selected Unit will display. If information does not exist for a section, the text box will be blank. Only sections that are Enabled in the *Annual Report Information Control* window for the specified year will be available for update.
2. To establish or modify information for a section, click in the text box for the section. Double click the text box for a section to access an expanded window to update and/or view the full text. Rich text may not be entered in the *Annual Report Detail* window.

Note	The maximum number of characters that may be entered for a section is 3,500, however, entries are expected to be brief. The maximum number of characters should not be used unless absolutely necessary.

Note	Do not attempt to create columns of text as the final report produced by the Bureau of the Budget may appear different from the report that is produced on a local printer.

When finished with the record, click **Update** to save. **Undo** will undo any changes made since the last update.

Click **Exit** to return to the prior open window.

Annual Report Contact and Reference

Navigation Path: Main Menu⇒Administration⇒Annual⇒Annual Report⇒Contact & Reference (button)⇒ Annual Report Contact and Reference

Purpose: This is a display only window. The window will be accessed by departments and agencies and the Bureau of the Budget to review contact and reference information for the Unit that was selected when the window was accessed. This is the same information that will display in the Annual Report.

Completing the Window:

1. When the *Annual Report Contact and Reference Information* window is accessed, contact information reflected in the *Reporting Level Profile* window and reference information reflected in the *Reporting and Budget Level Maintenance* window will display.
2. If changes are needed to contact information, click the **Profile** button to access the *Reporting Level Profile* window for the selected Unit. Changes to reference information may only be made by the Budget Administrator in the Bureau of the Budget.

Click **Exit** to return to the prior open window.

Annual Report Financial

Navigation Path: Main Menu⇒Administration⇒Annual⇒Annual Report⇒Financial (button)⇒ Annual Report Financial

Purpose: This is a display only window. The window will be accessed by departments and agencies and the Bureau of the Budget to review summary expenditure information for the Unit that was selected when the window was accessed. This is the same information that will display in the Annual Report.

Completing the Window:

1. When the *Annual Report Financial* window is accessed, summary **Average Position Count – All Positions** and **Legislative Count** information will display, in addition to actual expenditure information for the selected Unit and Year. The expenditure summaries will be based on the assignment of expenditure objects to expenditure categories (authorized users see *Annual Report Expenditure Categories* and *Annual Report Expenditure Category Assignments*) as well as on the assignment of funding sources to fund categories (authorized users see *Annual Report Fund Categories* and *Annual Report Fund Category Assignments*). A total for each column is reflected at the bottom of the window, allowing the user to scroll through the categories while the total continues to display.

Click **Exit** to return to the prior open window.

Annual Report Selection
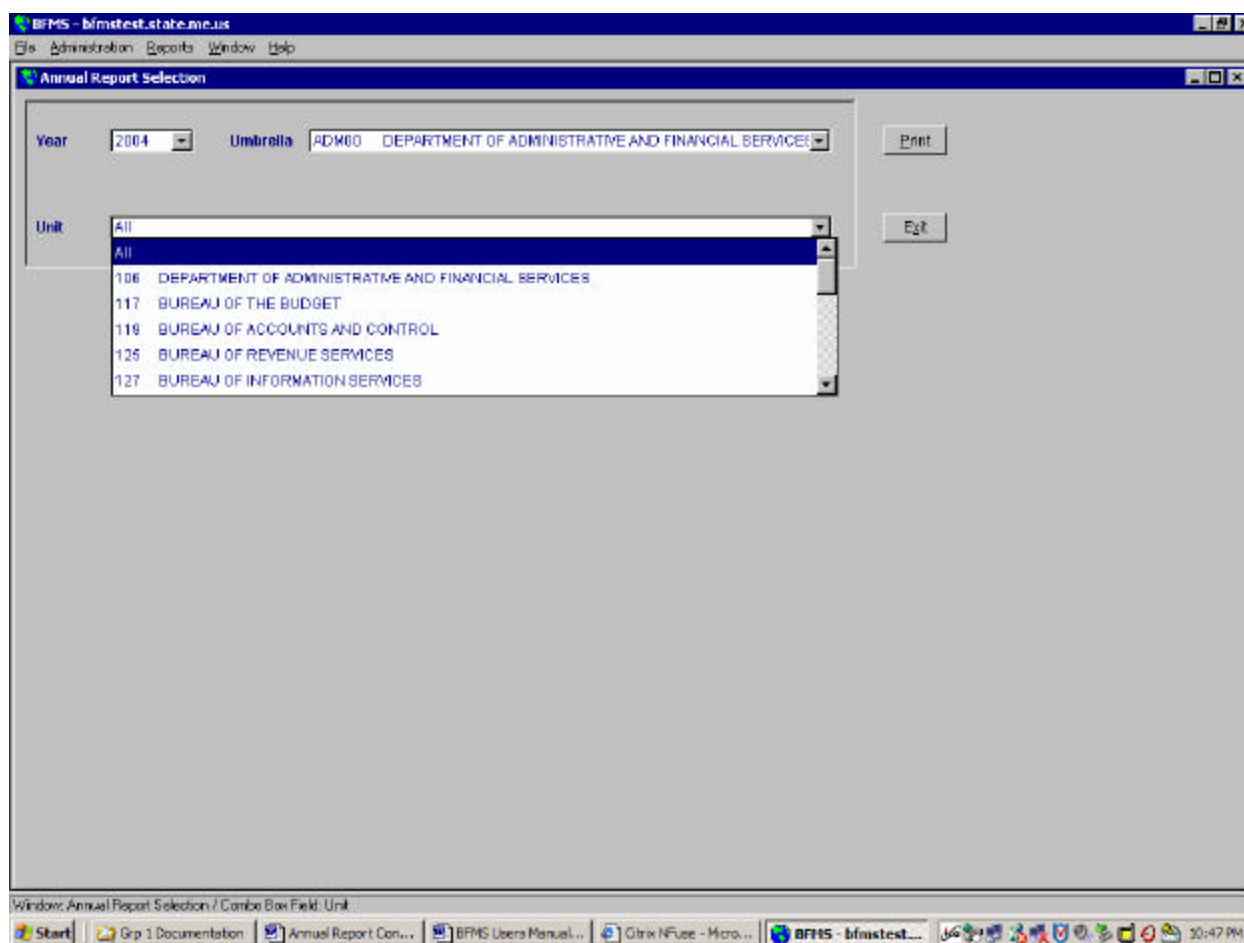
Navigation Path: Main Menu⇒Reports⇒Annual⇒Annual Report (button)⇒Annual Report Selection

Purpose: The window is accessed to produce the Annual Report for the selected Umbrella(s) and Unit(s).

Completing the Window:

1. Select the appropriate **Year** from the drop down.
2. The first **Umbrella** for which the user is authorized will be selected by default. Users authorized for more than on Umbrella may select a different value from the drop down. Umbrella values will be filtered to reflect only those to which the user has been authorized. The 'All' Umbrella option is a valid option for this report for users authorized for all Umbrellas.
3. Select the desired **Unit** from the correlating drop down. 'All' will be selected by default.
4. Click **Print** to produce the report for the specified Umbrella(s) and Unit(s).

Note	The Annual Report may not be viewed on line. In order to produce the report successfully, the user's current printer configuration (Printer Queue Name and Server/Printer IP Address) must be provided to the Bureau of Information Services.

Click **Exit** to return to the prior open window.

Units Reviewed Report
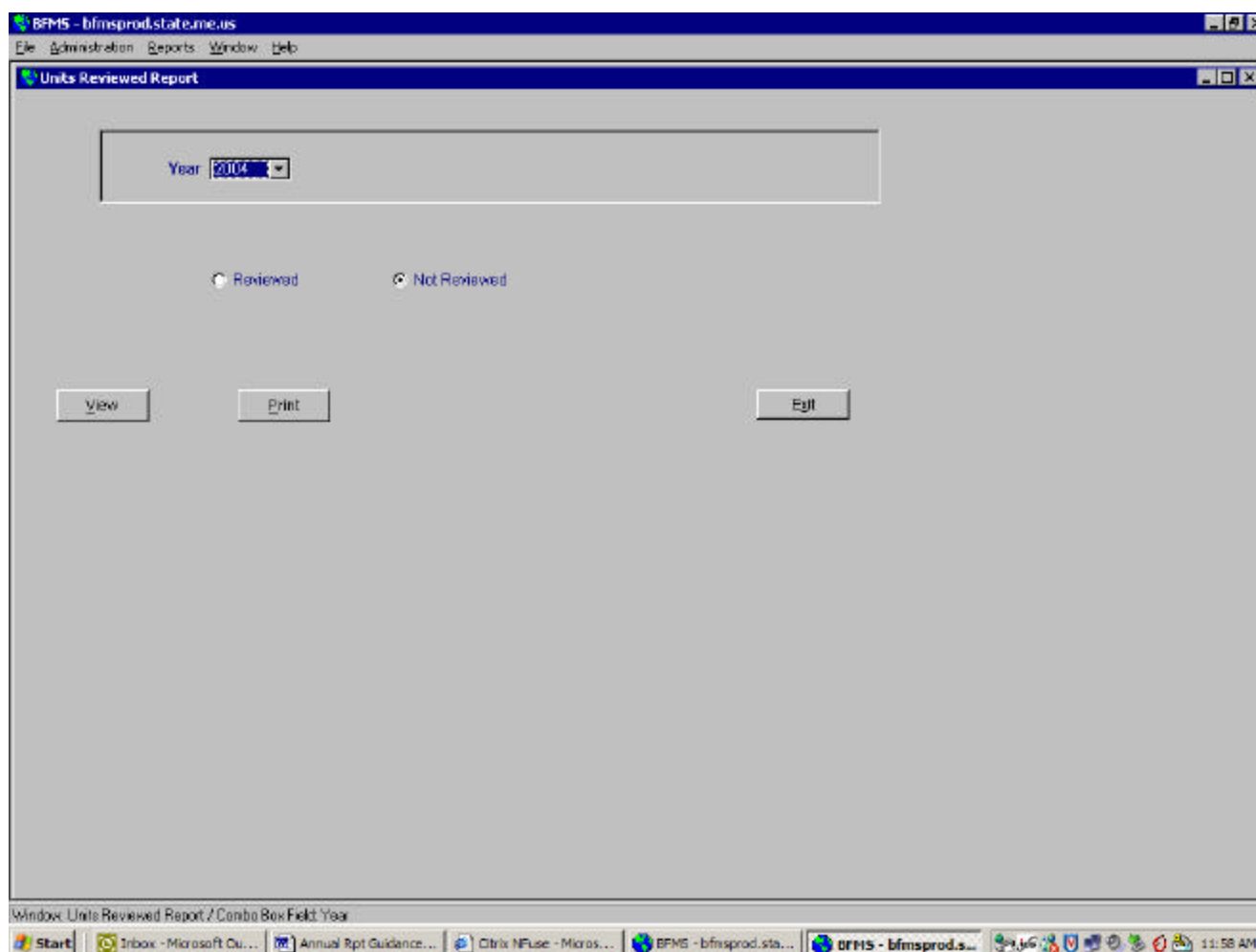
Navigation Path: Main Menu⇒Reports⇒Annual⇒Units Reviewed Report (button)⇒Annual Report Selection

Purpose: The window may be accessed to produce a report that reflects all Units to be included in the Annual Report for which the 'Reviewed' checkbox has or has not been checked in the *Annual Report* window.

Completing the Window:

1. Select the appropriate **Year** from the drop down.
2. Click the Reviewed radio button to view a list of Units for which the 'Reviewed' checkbox has been selected in the *Annual Report* window for the specified year.
3. Click the Not Reviewed radio button to view a list of Units for which the 'Reviewed' checkbox has not been selected.
4. Click the View button to review the report on-line, or Print to print the report. The report may also be printed from the window in which it is viewed. The report will reflect the appropriate Units for all Umbrellas for which the user is authorized.

Click **Exit** to return to the prior open window.

ATTACHMENT B

AGENCY/DEPT	PRINTER QUEUE NAME	IP ADDRESS	USER_ID & NAME
A.C.E. Group	ACE-EIA8PR4100	10.10.78.43	aejcamp - James Campbell
			aemmine - Marie Miner
Dept of Agriculture	AG_HP5_234	10.10.112.1	afabran - Audrey Brann
			afadori - Amanda Dority
			afddavi - Debbie Davis
			afdgagn - David Gagnon
			afeport - Edwin Porter
			afhjack - Henry Jackson
			afjrich - Janet Richards
			afllich -
			aflward - Linda Ward
			afmjohn - Mary Ellen Johnston
			afmschu - Melissa Shultz-Nielsen
			afpbouc - Peter Bouchard
			afpmosh - Peter Mosher
			afrbatt - Robert Batteese
			afrspea - Robert Spear
			afsdoak - Shelley Doak
			afsmill - Stanley Millay
			aftbour - Terry Bourgoin
	AG_HP8150_234	10.10.112.1	aecmans - Carmen Manson
			aepplat - Phillip Platt
Public Advocate Offc	PA--AOA1PR8000	10.10.78.43	aomcamp - Mary Campell
			aopmood - Patty Moody
Attorney General	Buscross	10.10.232.230	atemour - Ed Mouradian
			atlbran - Laurie Brann
			atsharp - Sandra Harper
Dept of Audit	HP5N_South	10.13.120.3	audshei - Doreen Sheive
			augchas - Gail Chase
			augknig - Gayle Knight
			aumpoul - Michael Poulin

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                                              SERVER/PRINTER
AGENCY/DEPT             PRINTER QUEUE NAME     IP ADDRESS        USER_ID & NAME
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Bureau of the Budget   BD--BDA1PRHP4100         10.10.78.43      bdcapt - Tom Cusick KH
                                                                 bddlach - David Lachance
                                                                 bddlach2 - David Lachance 2
                                                                 bddlopa - Dawna Lopatosky
                                                                 bddlopa2 - Dawna Lopatosky 2
                                                                 bddwile - Diane Wiley
                                                                 bdecoop - Elizabeth Cooper
                                                                 bdecoop2 - Elizabeth Cooper 2
                                                                 bdjboyd - Jenny Boyden
                                                                 bdktodd - Keith Todd
                                                                 bdlrum2 - Linda Ruman 2
                                                                 bdlruma - Linda Ruman
                                                                 bdmwinc - Melissa Winchenbach
                                                                 bdoff2 -
                                                                 bdoff3 -
                                                                 bdoff4 -
                                                                 bdoff5 -
                                                                 bdoff6 -
                                                                 bdoff7 -
                                                                 bdoff8 -
                                                                 bdoff9 -
                                                                 bdpdube - Paul Dube
                                                                 bdsblai - Shirrin Blaisdell
                                                                 bdsblai2 - Shirrin Blaisdell 2
                                                                 bdtcusi - Tom Cusick
                                                                 bdwinch2 - Melissa Winchenbach 2
                       BD--BDA1PR4050           10.10.78.43      [ None Assigned ]
                       BD--BDA1PRHPLJ5          10.10.78.43      [ None Assigned ]

Prof & Financial Reg   ASD4100TN                10.11.57.32      brdhayd - Debra Haden
                                                                 brfwint - Frederick Winterberg
                                                                 brrhend - Rachel Hendsbee

Baxter State Park      NPI4792B8                10.61.172.100    bxejohn - Elizabeth Johston
                                                                 bxjbiss - Jensen Bissell
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AGENCY/DEPT              PRINTER QUEUE NAME       IP ADDRESS         USER_ID & NAME
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M.E.M.A.                MEMACDA3PR4000U          10.11.68.1         cdbverr - Brenda Verrill
                                                                    cdjalbe - Joseph Albert
                                                                    cdlgoss - Linda Gosselin
                                                                    cdlmill - Lynette Miller
                                                                    cdnplou - Nancy Plourde
                                                                    cdrcrea - Roberta Creamer
                                                                    cdrmahe - Rebecca Maheux
                                                                    cdvumph - Vicki Umphrey
                                                                    cfcguer - Carol Guerrette
                                                                    cfdlove - David Lovejoy
                                                                    cfjwilc - Jacqueline Wilcox


Dept of Conservation    DCNQLPD1                 10.11.172.4        cnblear - Barbara Learned
                                                                    cndphil - Deb Phillips
                                                                    cnepink - Emily Pinkham
                                                                    cnjanas - John Anastasio
                                                                    cnkryde - Karen Rider
                                                                    cnmdoch - Molly Docherty
                                                                    cnmlajo - Marleen Lajoie
                                                                    cnpberi - Peter Beringer
                                                                    cnpdwye - Peggy Dwyer
                                                                    cnrmarv - Robert Marvinney
                                                                    cnrwill - Ruth Willette
                                                                    cnwharr - Will Harris
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AGENCY/DEPT            PRINTER QUEUE NAME   IP ADDRESS       USER_ID & NAME
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Dept of Corrections   corrcoa3prtyfin        10.10.164.22   cobotis - Barbara Otis
                                                            cogmcke - Gail McKenney
                                                            cohwarr - Heather Warren
                                                            cojbret - Jody Breton
                                                            cojmich - Jennifer Michaud
                                                            colahea - Lucretia Ahearn
                                                            comboyn - Mitchell Boynton
                                                            commcca - Mark McCarthy
                                                            dfmlook - Mary Look
                                                            dfospen - Olivia Spencer
                                                            dfsaltm - Sandra Altmannsberger
                                                            mcbrobe - Barbara Robertshaw
                                                            mclrock - Linda Rockwell
                                                            mpkcarr - Karen Carroll
                                                            mpllitt - Loretta Little
                                                            mykyeat - Karen Yeaton
                                                            mywpett - Wanda Pettersen


DAFS-DFPS             dfpsdaa1pracctg        10.10.78.43    daekara - Edward Karass
                     dfpsdaa1pr2200         10.10.78.43    [ None Assigned ]
                     dfpsdaa1pr4100         10.10.78.43    dacbats - Christopher Batson
                                                            daccody - Carol Cody
                                                            dacelse - Carol Elsemore
                                                            dacjewe - Claudette Jewell
                                                            dacparr - Chris Parr
                                                            dacwood - Charles Woodman
                                                            dadbrow - Doreen Brown
                                                            dadbrow2 - Doreen Brown 2
                                                            dadwill - Diane Williamson
                                                            dakdoyl - Karen Doyle
                                                            dakfigu - Kirsten Figueroa
                                                            dalware - Lynn Ware
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AGENCY/DEPT             PRINTER QUEUE NAME   IP ADDRESS      USER_ID & NAME
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Dept of Transportation  NPI310738            10.10.23.243    dtdnich - David Nicholas
                                                             dtggogg - Gregg Goggin
                                                             dtgshea -
                                                             dtlwarr - Linda Warren
                                                             dtmmcke - Mike McKenna
                                                             dttcasw - Terry Caswell
                                                             dttchas - Tammy Chase
                                                             dttvarn - Tim Varney


Dept of Education       NPI37E8B9            10.10.228.239   edfjack - Fred Jackson
                                                             edmhaml - Mary Hamlin
                                                             edmharv - Margeret Harvey
                                                             edtcoul - Thomas Coulombe
                        NPI4BD945            10.10.228.229   edlclar - Lesley Ann Clark


Environmental Protect   admin-letter         141.114.169.40  eiacarl - Aimee Carlton
                                                             eialane - Alan Lane
                                                             eimverh - Martha Verhille
                                                             eipdutr - Paul Dutram
                                                             eirjean - Rosalyn Jean
                                                             eirlimo - Rich Limouze
                                                             eirmanz - Robert Manzo
                                                             eitarbo - Terry Arbour


Ethics Commission       eth-gea1pr4000       10.10.78.53     etjwayn - Jonathan Wayne
                                                             etrsauc - Richard Saucier


Dept of I.F.W.          ADM-FGA2PTADMLS      10.11.202.16    fgdelli - Don Ellis
                                                             fgjsilv - Janet Silva
                                                             fgkcolb - Kelly Colby
                                                             fgkheat - Kathleen Heath
                                                             fgrreco - Richard Record Jr
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                                        SERVER/PRINTER
AGENCY/DEPT             PRINTER QUEUE NAME       IP ADDRESS       USER_ID & NAME
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Maine Health Data Org  npi35067a                10.13.69.8      hcladam - Linda Adams

Dept of Human Services PQ_BCFS_DHS_CENTRAL_HP5N_4  141.114.117.60   hwatibb - Annette Tibbetts
                                                                    hwclind - Colin Lindley
                                                                    hwdbrea - Darlene Breau
                                                                    hwdwest - Debbie Weston
                                                                    hwehanl - Elizabeth Hanley
                                                                    hwjsarg - Joann Sargent
                       PQ_AC_H4P_1                 141.114.117.60   hwhberr - Hazel Berry
                       PQ_ADMSRVS_DHS_CENTRAL_HP4_1 141.114.117.60  hwclibb - Cheryl Libby
                                                                    hwjmowe -
                                                                    hwkkeez - Kimberly Keezer
                                                                    hwlthib - Lisa Thibodeau
                                                                    hwmtoul - Mark Toulouse
                       PQ_AC_H4P_2                 141.114.117.60   hwsdavi - Sandra Davidson
                       PQ_CASHIERS_CENTRAL_HP5N_1  141.114.117.60   [ None Assigned ]
                       PQ_AC4050_1                 141.114.117.60   hwjmooe -

Legislature            PQ_EXDIR_1                  192.168.69.106   [ None Assigned ]
                       PQ_OFPR_1                   192.168.69.106   lgcnola - Christopher Nolan
                                                                    lgjdion - James Dionne
                                                                    lgmcyr - Marc Cyr
                                                                    lgtleet - Timothy Leet
                       PQ_HP8150_OFPR              192.168.69.106   lgaavor - Alexandra Avore
                                                                    lggpenn - Grant Pennoyer
                                                                    lglkier - Lock Kiermaier
                                                                    lgrbret - Rose Breton
                                                                    lgrtrem - Rachel Tremblay

Dept of Labor          LAB_OAS_HP4                 141.114.114.45   ltcbarr - Craig Barrows
                                                                    ltksmit - Kimberly Smith
                                                                    ltrbail - Rose Bailey

Aroostook Residential  MHCENT_CHILD_QA_Q           10.10.93.249    mhcpren - Cora Prentice
                                                                    mhdwebb - Debra Webb
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                                            SERVER/PRINTER
AGENCY/DEPT            PRINTER QUEUE NAME    IP ADDRESS        USER_ID & NAME
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Mental Health         npi8402b2             10.10.92.2        mhcbonn - Catherine Bonner
                                                              mhebabb - Elaine Babb
                      DMHMR_ACCT_4050TN_NDPS 10.10.92.119     mhasiem - Anke Siem


Marine Resources      npi981320             10.13.180.19      mrgbilo - Gilbert Bilodeau
                                                              mrjmood - Judy Moody


Bur of Motor Vehicles q-cash1               141.114.140.99    mvjbela - James Belanger
                                                              mvkbeau - Kathy Beaudoin
                                                              mvkrode - Karen Roderick
                                                              mvllach - Lisa Lachance
                                                              mvppotv - Paul Potvin


Dept of Public Safety ACCT_PQ               141.114.146.91    psdperr - Darlyne Perry
                                                              psjharm - Jeffrey Harmon
                                                              psmdoug - Mary Doughty
                                                              psrleac - Roland Leach


Public Utilities Comm MPUC_PQ_ADMIN         10.10.212.1       [ None Assigned ]
                      MPUC_PQ_ADMIN2        10.10.212.1       [ None Assigned ]
                      PUC_PQ_COMMISSIONER   10.10.212.1       purrobi - Raymond Robichaud
                      MPUC_PQ_ADMIN3        10.10.212.1       pungood - Nancy Goodwin


Maine Human Rights Com MHRCRCH1PR895C       10.10.78.53       rccfoot - Cheryl Foote

Judicial - Courts     [ None Assigned ]     141.114.146.115   scehjel - Ellen Hjelm

Dept of Eco Comm Dev  PQ_LASER4P_ADMIN      10.10.78.141      sddfols - Donna Folsom

State Library/Museum  MSL-ADMIN-PQ          10.10.240.23      slbkeat - Benjamin Keating
                                                              sldpush - Deloris Pushard
                                                              slgnich - J. Gary Nichols
                                                              slgwadd - Gail Waddell
                                                              slllord - Linda Lord
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                                            SERVER/PRINTER
AGENCY/DEPT             PRINTER QUEUE NAME   IP ADDRESS        USER_ID & NAME
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State Planning Office   SP_PQ_5000N193        10.10.60.13      spbwhit - Bruce White
                                                              spcleve - Cathy Levesque
                                                              spechri - Ethelyn Christianson
                                                              splcunl - Lisa Cunliffe
                                                              sptvand - Tony Van Den Bossche

Secretary of State      s6n32                 10.10.78.151     ssaspar - Andrea Sparrow
                                                              ssdgarl - Denise Garland
                                                              ssjflyn - Julie Flynn
                                                              sstpoul - Timothy Poulin

Maine Revenue Services  NPI39E338             10.10.80.11      [ None Assigned ]

Dept of Treasury        TY--TYA1PR4050        10.10.78.43      tyakrea - Adam Krea
                                                              tydduch - Denise Ducharme
                                                              tydmcco - Dale McCormick
                                                              tyhmaff - Holly Maffei
                                                              tykdell - Kristi Dellaway

Workers Comp Board      WCAUGC_PQ_BUS         10.10.104.249    wctmcla - Terrie McLaughlin
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